

# Help Guide 12

## Using the on-line Library catalogue

HERITAGE CIRQA ONLINE

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Search library catalogue

[Advanced](#)

Quick links

- [Complete subject list](#) - Alphabetical listing of all subjects used on the catalogue
- [Today's circulation](#) - The issues, renewals and returns for today (so far)
- [Today's loans](#) - The issues and renewals for today (so far)
- [Today's returns](#) - The items returned today (so far)

What's new see more ...

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[Talk French 2: CDs](#)

[Preparation of maternity care assistants](#)

[Berliner Platz 2 NEU: Deutsch im Alltag: CDs](#)

[Inspector Montalbano: collection three](#)

[Abel](#)

Most popular see more ...

[Ele 1 \(nuevo\) inicial : libro del alumno CD](#)

[The AB guide to music](#)

[Of mice and men](#)

[Atlas of anatomy](#)

[The prince and the](#)

[Aromatherapy with Carole Preen](#)

The search will pick up keywords from titles, authors, subjects and the notes field. If you want more precision, use the **Advanced** search, where you can change the **Media Type**.

Search in

- All fields
- Authors
- Abstract
- Class
- Keywords
- Notes
- Series title
- Title
- Group
- Subjects
- ISBN(s)
- Year (Number)
- Available (Date)

Search terms

Alphabetical listing of all subjects used on the catalogue  
 The issues, renewals and returns for today (so far)  
 The issues and renewals for today (so far)  
 Items returned today (so far)

Media type

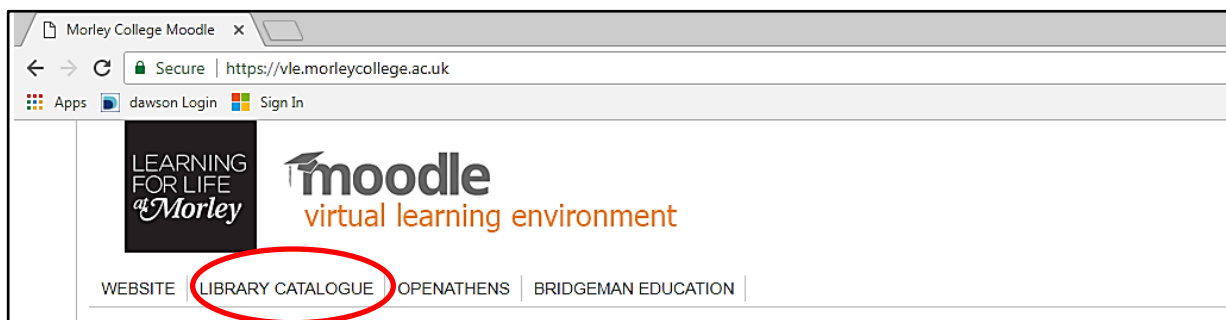
Select All
  Audio Cassette
  Book
  CD Rom
  Compact disc
  DVD
  DVD
  E-book
 [Click here to close list](#)

You can also refine your search by selecting from the **All fields** drop down menu.

## Managing your own account on-line

Search for Morley Moodle or type in <http://vle.morleycollege.ac.uk/>

Look for the tab which will take you straight to the library catalogue.

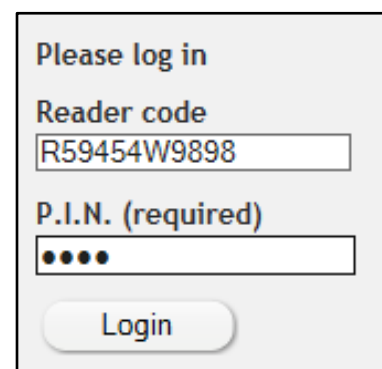


It is possible to manage your own account via the online catalogue.

First you need a **PIN** which you can request from the Main Library Issue Desk.

If you forget your **PIN**, please ask a member of staff to generate a new one. Staff cannot retrieve your original **PIN**.

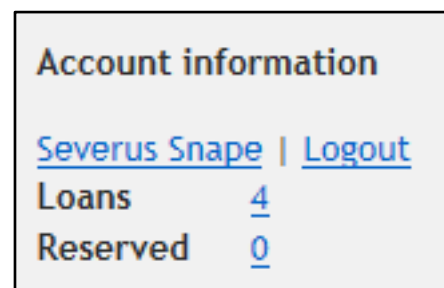
Click the yellow key icon and log-in using your library card number (or your student number) and PIN. Click the **Account** tab.

A screenshot of a login form. It contains the text 'Please log in', a 'Reader code' field with the value 'R59454W9898', a 'P.I.N. (required)' field with four dots, and a 'Login' button.

To reserve an item, go back to the search, find the item, open the record and click the **Reserve** button (under the item's image).

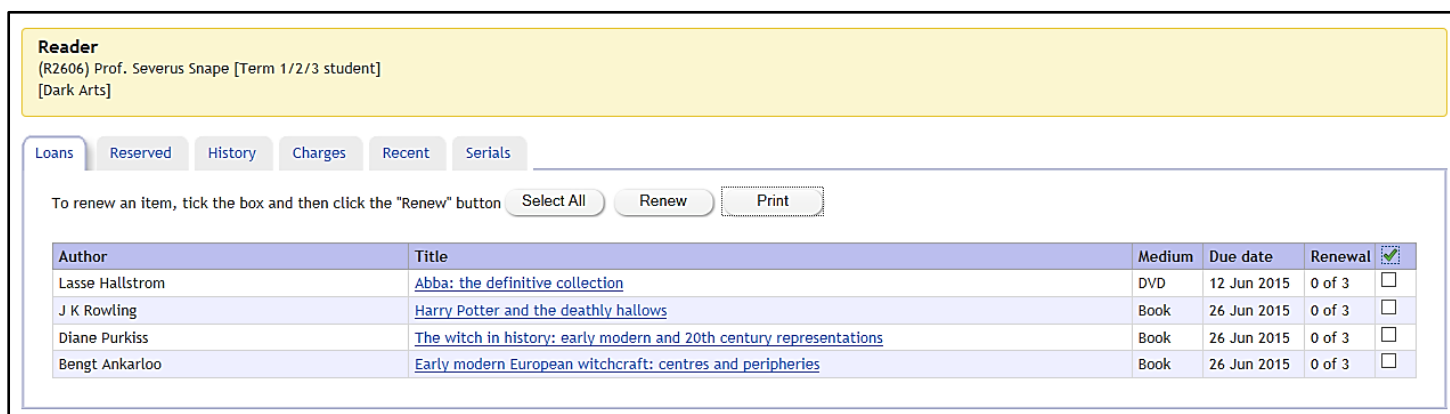
Heritage will confirm that you have reserved it successfully and the item will appear in the **Reserved** tab.

You can also renew items on line, but not if they are already overdue, you will need to contact the Library (**020 7450 1828** or [library@morleycollege.ac.uk](mailto:library@morleycollege.ac.uk))

A screenshot of an account information page. It displays 'Account information', 'Severus Snape | Logout', 'Loans 4', and 'Reserved 0'.

The **History** tab allows you to look up all the items you have borrowed from a chosen date.

You can personalise your view, make the font larger, change the colours from this menu.



**Reader**  
(R2606) Prof. Severus Snape [Term 1/2/3 student]  
[Dark Arts]

Loans Reserved History Charges Recent Serials

To renew an item, tick the box and then click the "Renew" button

Author	Title	Medium	Due date	Renewal	<input type="checkbox"/>
Lasse Hallstrom	<a href="#">Abba: the definitive collection</a>	DVD	12 Jun 2015	0 of 3	<input type="checkbox"/>
J K Rowling	<a href="#">Harry Potter and the deathly hallows</a>	Book	26 Jun 2015	0 of 3	<input type="checkbox"/>
Diane Purkiss	<a href="#">The witch in history: early modern and 20th century representations</a>	Book	26 Jun 2015	0 of 3	<input type="checkbox"/>
Bengt Ankarloo	<a href="#">Early modern European witchcraft: centres and peripheries</a>	Book	26 Jun 2015	0 of 3	<input type="checkbox"/>